



Title: Nursing Faculty Workload

Policy No.: ADM 2.24

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Rev.:

Areas Affected: All BSMCON Nursing Faculty

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POLICY

The college will provide the appropriate number of full-time and part-time faculty to allow an equitable and reasonable assignment of faculty responsibilities. Assignments for individual faculty members are unique and represent a wide variety of work environments. It is the intent of the Nursing Faculty Workload Guidelines to provide academic program leaders and individual faculty members within this diverse faculty assistance in negotiating workloads and equivalents specific to his or her professional goals. These guidelines are not intended to be inclusive, but rather, reflect a framework for determining workloads for each individual.

Workload is defined in terms of teaching, service, practice, and scholarship. The faculty workload is based upon a traditional 40 hours per week for 52 weeks per year. The work unit is the unit used to describe the components of the faculty workload. A typical work-week is 5 days and is considered as 100% therefore, one day is roughly equivalent to 20% of time. The following College of Nursing allocation applies to all faculty members unless otherwise negotiated: 10% scholarship, 10% practice, 10% service, and 70% teaching.

All faculty are expected to contribute service to the college, provide reports and other information needed by the College, and participate in College activities. Faculty workload is designed to reflect flexibility while being appropriate to meet the needs of the College and students.

Definitions

Advising – the process of guiding an assigned student through the requirements of the curriculum.

Faculty workload– a means to quantify the major activities in which faculty members engage in the areas of teaching, service, practice and scholarship. One faculty workload unit or FWU (1.0) is equivalent to 1 hour of work.

Full-time equivalent (FTE) – Budgeted work hours equal to 80 hours in a pay period is one (1) FTE according to Bon Secours’ Human Resources policy. Full time is defined as 64 (.8) to 80 (1.0)

Reference Policy # HR 41

Approved by:

Dean of Nursing _____

Signature

Provost/VP _____
Title

_____ Date

Approval History:

- Committees and Dates:
- Dean of Nursing- 9/10
- Policy Committee – 9/27/10
- Faculty Organization – 7/5/10
- Faculty Forum – 6/28/10

budgeted hours per pay period. Part-time is defined as 32 (.4) to 63 (.78) budgeted hours per pay period.

Teaching - A systematic process that fosters student learning of the art and science of nursing. This process includes curriculum and course design and/or revision, implementation, and evaluation.

Service - Participation in college, organizational, professional, and community activities. This participation allows individual faculty members to uniquely contribute according to expertise and professional development needs; thus, collectively the faculty is good help to the college, profession, and community.

Practice - The care of patients by faculty within the scope of nursing. These direct interactions expand and deepen the knowledge and expertise of the faculty member.

Scholarship - Engagement in a process that systematically advances the teaching, research, and practice of nursing through rigorous inquiry that is significant to the profession. Faculty members are on the continuum from novice to experts in the area of scholarship and will advance to developing scholarly products that are creative, documented, replicated, and peer-reviewed through various methods.

PROCEDURE

The Dean of Nursing and RN to BSN Program Manager shall make work assignments for full-time and part-time faculty to ensure a reasonable and consistent workload. The average faculty: student clinical ratio varies but will not exceed 1:10 in the clinical setting and 1:15 for a precepted clinical experience. Didactic courses generally limited only by the size of the classroom space available or by specific course content. The dean and program manager will use the established workload assignment scale to determine individual faculty academic term assignments and will meet with curriculum coordinators to review the projected workload calculations as academic term schedules are finalized. Release time or reduced load may be requested in the budget for faculty members with added administrative responsibilities or projects.

Scheduled hours will include class, scheduled lab, open lab, clinical hours, office hours, and committee/course meetings. All faculty members are required to schedule at least 20% of scheduled work hours per week to be available to students.

Within the budgeted FTE and as needed, academic program deans and directors may contract with part-time faculty members for additional work hours and workload per week for specified assignments (i.e., specific lab assignments, additional clinical hours, mock interviews, adviser to advisees, tutoring assignments, course preparation assignments such as clinical rotations, or committee assignments).

Although there may be fluctuations in workload from term to term during an academic year, annual workload for faculty will fall within the annual workload range established by and for the faculty member's program. Workloads falling outside the established program range will result in appropriate adjustment of workload in the year following an out-of-range result, assuming the same higher load will continue in the subsequent year, in order to ensure comparable workload assignments within each academic program.

Faculty will individually negotiate their teaching workload with the college's dean and associate dean in consideration of the faculty member's current areas of emphasis among teaching, scholarly

activities, service, professional development, and the needs of the college of nursing curriculum. The College of Nursing's academic year encompasses three terms of instruction.

References:

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Williams, S. (2009). Commentary: A faculty perspective on faculty workload. *Nursing Outlook*, 57(Jan-Feb), 63-64

Faculty Work Load Calculations – General Requirements Per Semester

General Requirements of All FT Faculty	Units per Week	Units per 16 week semester
40 hours work week (1.0 day = 8 units) (5 days per week)	40 units (5 days)	640 units (80 days)
Faculty Teaching (70%)	28 units (3.5 days)	448 units (56 days)
Scholarly work (10 %)	4 units (0.5 days)	64 units (8 days)
Service (10 %)	4 units	64 units
Practice (10 %)	4 units	64 units
Requirements of All FT Faculty	Units per Week	Units per 15 week semester
40 hours work week (1.0 day = 8 units) (5 days per week)	40 units (5 days)	600 units (75 days)
Faculty Teaching (70%)	28 units (3.5 days)	420 units (52.5 days)
Scholarly work (10 %)	4 units (0.5 days)	60 units (7.5 days)
Service (10 %)	4 units	60 units
Practice (10 %)	4 units	60 units
Requirements of All FT Faculty	Units per Week	Units per 10 week semester
40 hours work week (1.0 day = 8 units) (5 days per week)	40 units (5 days)	400 units (50 days)
Faculty Teaching (70%)	28 units (3.5 days)	280 units (35 days)
Scholarly work (10 %)	4 units (0.5 days)	40 units (5 days)
Service (10 %)	4 units	40 units
Practice (10 %)	4 units	40 units
Requirements of All FT Faculty	Units per Week	Units per 8 week semester
40 hours work week (1.0 day = 8 units) (5 days per week)	40 units (5 days)	320 units (40 days)
Faculty Teaching (70%)	28 units (3.5 days)	224 units (28 days)
Scholarly work (10 %)	4 units (0.5 days)	32 units (4 days)
Service (10 %)	4 units	32 units (4 days)
Practice (10 %)	4 units	32 units (4 days)

Faculty Teaching

Assumptions: WLU = 3 hours of preparation for each 1 hour of instruction.

Teaching activity	Units per Week	Units per 15 Week Semester
Course leader		40-60 students + 40 units
Lecture or classroom course	1 unit per hour + 3 units preparation = 4 units/credit hour	Varies (e.g. 3 credit hour course taught x 1 person = 180 units)
Clinical course with direct supervision	2 credit clinical course = 6 units + 0.5 units/credit hour preparation= 7 units	105 units
	3 credit clinical course = 9 units + 0.5 units per credit hour preparation = 10.5 units	150 units
	4 credit clinical course = 12 units + 0.5 units per clinical hour preparation = 14 units	210 units
Clinical course with precepted experience	2 credit clinical course = 6 units	90 units
	3 credit clinical course = 9 units	135 units
	4 credit clinical course = 12 units	180 units
Laboratory experience	1 unit per 1 hour of lab time	Varies depending on length of lab

Teaching activity	Units per Week	Units per 16 Week Semester
Course leader		40-60 students + 40 units
Lecture or classroom course	1 unit per hour + 3 units preparation = 4 units/credit hour	Varies (e.g. 3 credit hour course taught x 1 person = 192 units)
Clinical course with direct supervision	2 credit clinical course = 6 units + 0.5 units/credit hour preparation = 7 units	112 units
	3 credit clinical course = 9 units + 0.5 units per credit hour preparation = 10.5 units	168 units
	4 credit clinical course = 12 units + 0.5 units per clinical hour preparation = 14 units	224 units
Clinical course with precepted experience	2 credit clinical course = 6 units	96 units
	3 credit clinical course = 9 units	144 units
	4 credit clinical course = 12 units	192 units
Laboratory experience	1 unit per 1 hour of lab time	Varies depending on length of lab

Teaching activity	Units per Week	Units per 10 Week Semester
Course leader		40-60 students + 40 units
Lecture or classroom course	1 unit per hour + 3 units preparation = 4 units/credit hour	Varies (e.g. 3 credit hour course taught x 1 person = 120 units)
Clinical course with direct supervision	2 credit clinical course = 6 units + 0.5 units/credit hour preparation = 7 units	70 units
	3 credit clinical course = 9 units + 0.5 units per credit hour preparation = 10.5 units	105 units
	4 credit clinical course = 12 units + 0.5 units per clinical hour preparation = 14 units	140 units
Clinical course with precepted experience	2 credit clinical course = 6 units	60 units
	3 credit clinical course = 9 units	90 units
	4 credit clinical course = 12 units	120 units
Laboratory experience	1 unit per 1 hour of lab time	Varies depending on length of lab

Teaching activity	Units per Week	Units per 8 Week Semester (Course)
Course leader		40-60 students + 40 units
Lecture or classroom course	1 unit per hour + 3 units preparation = 4 units/credit hour	Varies (e.g. 3 credit hour course taught x 1 person = 96 units)
Clinical course with direct supervision	2 credit clinical course = 6 units + 0.5 units/credit hour preparation = 7 units	56 units
	3 credit clinical course = 9 units + 0.5 units per credit hour preparation = 10.5 units	84 units
	4 credit clinical course = 12 units + 0.5 units per clinical hour preparation = 14 units	112 units
Clinical course with precepted experience	2 credit clinical course = 6 units	48 units
	3 credit clinical course = 9 units	54 units
	4 credit clinical course = 12 units	96 units

Laboratory experience	1 unit per 1 hour of lab time	Varies depending on length of lab
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